

Victoria Eseoho Iria

Contact Information:

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Objective: Seeking a career in a professional environment that allows for growth, development, and job satisfaction. Skilled in working with others as a team.

Personal Information:

- State of Origin: Edo
- Gender: Female
- Marital Status: Single

Work Experience:

Executive Secretary Valiant Foot Ltd, April 2021- Jan 2023

- Maintained accurate and up-to-date files, records, and documentation
- Sorted and prioritized incoming calls, emails, faxes, and other forms of information, handling correspondence as needed
- Booked meeting rooms, set up conference calls, and took messages and minutes during meetings
- Performed administrative tasks, including filing, photocopying, and completing assigned projects
- Wrote emails, drafted memos and letters
- Managed database entry and client files, organized and maintained paper and electronic files, and followed up with clients
- Implemented and developed office procedures and record systems

Communications Assistant/Front Desk Officer Africa Development Studies Center (ADSC), June 2020- March 2021

- Created and published engaging content on all social media platforms
- Developed content for newsletters and other publications
- Created and published news on a blog using WordPress
- Designed, created, and managed promotions and social media ad campaigns, ensuring integration with overall marketing campaign plan and channels
- Attended to office visitors
- Controlled incoming and outgoing mail
- Maintained a clean and organized reception area
- Updated records and files
- Ordered front office supplies and kept inventory of stock

- Maintained updated records of office expenses and costs

Operations Assistant/Executive Secretary Ahmar Global Services Ltd, Dec 2018- March 2020

- Coordinated domestic logistics and freight
- Provided smooth client communication and services
- Maintained effective records and administration
- Ensured compliance with legal requirements
- Organized and minuted meetings effectively
- Liaised with the Chair to plan meetings
- Achieved customer satisfaction and support

Tutor/Administrative Assistant FCT School of Nursing, Gwagwalada, Abuja [NYSC], Dec 2017- Oct 2018

- Tutored nursing students in anatomy and physiology
- Prepared students for exams
- Counseled students
- Provided administrative duties

Administrative Assistant Smile for Hope Universal Outreach [NGO], Aug 2016- Nov 2017

- Provided secretarial, administrative, and clerical support to assist with department operations as needed
- Guided community members on operations and paperwork requirements
- Created and maintained logs, membership lists, spreadsheets, and other reports
- Controlled incoming and outgoing emails and calls

Education:

- Ambrose Alli University, Ekpoma, Edo-State, 2012-2016
- Tomich Link Computer Institute, Ekpoma, Edo-State, 2016
- Blessing Group of Schools [secondary], 2006-2011
- Blessing Group of Schools [primary], 2001-2005

Qualifications:

- NYSC Certificate, 2018
- B.Sc. in Human Physiology, 2017
- Certificate in Computer Software Operation, 2016
- West Africa Senior School Certificate, 2011
- First School Leaving Certificate, 2005